



# SAMPLE SCOPE OF WORK

ACME (CAD) Community Action Plan, Streetscape, Parking  
and Circulation Plans

## **Task 1: Project Startup**

**Task 1.1:** Meet with Caltrans to review the approved application and discuss expectations.

**Task 1.2:** Prepare RFP to include charrettes, a public forum, and expected deliverables emphasizing public participation and outreach.

**Task 1.3:** Conduct a kick-off meeting with the consultant, THECOG, and other stakeholders in order to refine final details of the project.

<i>Deliverable</i>	<b>Documentation</b>
Signed contract between ABC Design Group and THECOG	Copy of signed contract
Conduct kick-off meeting	Meeting notes

## **Task 2: Ongoing Community and Stakeholder Outreach**

**Task 2.1:** Promote/Advertise charrettes through a multi media campaign (including use of newspaper and radio) and through the Community Advisory Committee and other stakeholders.

**Task 2.2:** Conduct 2 to 3 charrettes to gain public involvement and refine concepts to incorporate into the plans.

**Task 2.3:** Conduct Technical Advisory Group (TAG) and Community Advisory Committee (CAC) meetings to ensure community and stakeholder participation throughout the project, including document review.

<i>Deliverable</i>	<b>Documentation</b>
Promote and advertise charrettes	Copies of advertisements and promotional materials
Conduct charrettes	Meeting notes and/or summary of outcomes
Conduct TAG & CAC meetings	Meeting notes

### **Task 3: Develop Plan Components**

#### **Task 3.1: Develop Parking Plan**

- Gather existing information and inventory available parking.
- Analyze future parking needs resulting from recommended downtown improvements and future development.
- Identify improvements from a range of options developed by community and stakeholders to best meet community goals, improve parking, and facilitate bicycle circulation.

#### **Task 3.2: Develop Circulation Plan**

- Analyze data and opportunities for circulation improvements identified previously in the process.
- Consider safety and connectivity of bicycle and pedestrian network in relation to circulation.
- Identify improvements from a range of options developed by the community to best meet community goals to improve circulation. Include suggested information on road width and levels of public improvements.

#### **Task 3.3: Develop Streetscape Plan**

- Analyze and evaluate the non-motorized circulation network connecting to downtown ACME. Analyze existing data gathered and problems identified in Phase I of the CAP.
- Select improvements for specific locations from a range of options developed previously in the process to best meet the goals of the community and create a cohesive downtown area.
- Provide graphic representations and basic specifications of specific improvements recommended.

#### **Task 3.4: Develop Funding Strategy**

- Develop basic preliminary cost estimates for recommended improvements.
- Identify potential funding sources for recommended improvements.
- Recommend strategy for obtaining funding.

**Task 3.5:** Provide draft plans to TAG and CAC and present to community at a public meeting.

<i><b>Deliverable</b></i>	<b>Documentation</b>
Develop Parking Plan	Copy of draft Parking Plan
Develop Circulation Plan	Copy of draft Circulation Plan
Develop Streetscape Plan	Copy of draft Streetscape Plan
Develop Funding Strategy	Copy of draft Funding Strategy (may be incorporated into other plan components)
Present draft plans at meetings	Meeting notes and TAG recommendations

**Task 4: Final Plan Preparation & Hearings**

**Task 4.1:** Prepare final plans based on TAG, CAC and community input.

**Task 4.2:** Present final plans at a public hearing before the THECOG Board for acceptance.

<i><b>Deliverable</b></i>	<b>Documentation</b>
Preparation of final plan(s) for hearing	Copy of final plan(s)
Presentation of plans to THECOG	Meeting minutes

**Task 5: Administration**

**Task 5.1:** Monitor ongoing progress of project and prepare and provide quarterly reports as required. Oversee ongoing contract management.

**Task 5.2:** Act as fiscal manager for project, including providing invoicing and ensuring proper documentation of expenditures and timely use of funds. Report quarterly on milestone completion to District project manger.

<i><b>Deliverable</b></i>	<b>Documentation</b>
Monitoring of project and contract management	Provide complete quarterly reports to District project manager
Act as fiscal manager	Copies of invoices

**Task 5.3:** Report quarterly on milestone completion to District project manger.